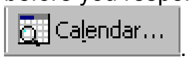
## Delete a Recurring Meeting

1. Select the recurring meeting.
2. Press the Delete key.
3. Select Delete all occurrences Or Delete this one.
4. Select "Send cancellation and delete meeting" Outlook will then send a cancellation request.
5. Click on OK.

## Respond to a Meeting Request

1. Open the request in the Inbox. Select Accept, Tentative, or Decline. Each option allows you to include comments with your response.

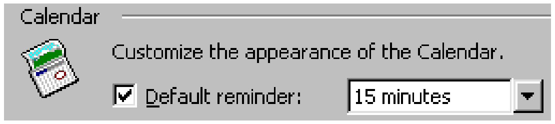
   Tip: To see the meeting in your Calendar before you respond, select the Calendar button .

   Note: You can also respond to a meeting request in the calendar view.

## Set or Remove Reminder Options

1. Select Tools, Options, Preferences tab.
2. Under Calendar, select or clear the Default reminder check box.
3. Enter the amount of time.
4. Click on OK.



Calendar

Customize the appearance of the Calendar.

☑ Default reminder: 15 minutes

## Respond to a Reminder

1. Choose Dismiss to close the reminder,
   or
   select a new time to be reminded, and then choose Snooze.

## Set Calendar Views

1. Select the Calendar folder.
2. Select View, Current View.
3. Select the desired view.

## Add an Event (AWS Days) to Calendar

1. Select Actions, New All Day Event.
2. Type in subject "CWS".
3. Select Show time as: "Busy" or "Out of Office".
4. Remove check from Reminder box.
5. Click on Recurrence button.
6. Select Recurrence pattern: Select day of week and Recur every "2" weeks.
7. Select Range of recurrence dates.
8. Click on OK.
9. Click on Save and Close button.

Note: Using all day Event will allow you to put other items on your calendar.

## Print a Calendar

1. Select File, Print or the Print button.
2. Select the printer.
3. Select the print style.
   Daily (one day's appointments, events, tasks and notes.
   Weekly (week's appointments and events only).
   Monthly (appointments and events only).
   TriFold (Daily calendar, tasks and weekly calendar).
   Calendar Details (Currently displayed calendar items and text).
4. Select the print range and number of copies.
5. Click on OK.

## Change Calendar Work Week

1. Select Tools, Options, Preferences Tab.
2. Click on Calendar Options button.
3. Select daily start and end times.
4. Select calendar options.
   Note: The Holiday option in Outlook places the actual day the holidays occur, not the Federal Government holidays.
5. Click on OK, OK.

**Office of Information Technology**

Microsoft®

# Outlook™ 2000

# For Windows

# *CALENDAR*

## Quick Reference Card

1/16/00

## Schedule an Appointment Quickly

1. Select the Calendar Folder. [Ctrl+Shift+A]
2. Select the month and date.
3. Click and drag to select a block of time.
4. Type in description and location.
5. Press Enter.

## Schedule an Appointment with Detail

1. Double-click on the beginning meeting time. [Ctrl+Shift+A]
2. Enter a description of the event for Subject.
3. Enter a location.
4. Specify the starting and ending times.
5. Choose Reminder, if desired, and specify a time.
6. Specify an option for Show time as.
7. Enter notes in the space provided.
   Note: Can also attach a file or an item.
8. Choose Contacts to associate a contact with appointment.
9. Select a category and choose OK, or enter a category of your own.
10. Select Private if you want to hide appointment so others who have access to folder can't see it.
11. Click on Save and Close button.

## Change an Appointment

1. In Calendar view, double-click on appointment to open.
2. Select the Appointment tab and make necessary changes.
3. Select Save and Close button on tool bar.
   Note: Can also drag appointment to another day and time.

## Schedule a Recurring Appointment

1. Select the Calendar folder.
2. Select Actions, New Recurrent Appointment or open an existing item.
3. If necessary, click the Recurrence button.
   a. Select Appointment time.
   b. Select a Recurrence pattern.
      Daily: recur every day or an interval of days.
      Weekly: recur every so many weeks on a particular day of the week.
      Monthly: recur on a particular date or a certain day of the month.
      Yearly: exact date or the same day in the year
   c. Select a Range of Recurrence,
      Start Date and End by: date or number of occurrences.
4. Click on OK .
   Note: If there are any conflicts with existing appointments, a message displays at the top of the Recurring Appointment dialog box.
5. Add other appointment details.
6. Click on Save and Close button.

## Delete an Appointment

1. Click on item to select.
2. Click on Delete button or press Delete [Ctrl+D].

## Schedule a Meeting

1. From the Calendar view, select Actions, New Meeting Request or click on the Meeting Request button. [Ctrl+Shift+Q]
2. Click on the To button to select attendees and resources.
3. Enter a name or select one from the list box.
4. For each name entered, select Required, Option or Resources.
5. Add other meeting details.
6. Select Send.

## Determine Attendee/ Resource Availability

1. After you have selected the attendees, click on the Attendee Availability tab.
2. Select a time when all invitees are available.
   Note: You can use AutoPick to find the next available free time for all invitees.

## Tracking Meeting Requests

1. Open meeting request.
2. Select Attendee Availability tab.

## Cancel a Meeting You Created

1. Select the meeting.
2. Press the Delete button.
3. Choose Send cancellation and delete meeting or Delete without sending a cancellation.
4. Select OK.

## Reschedule a Meeting

1. Double-click on the meeting in the calendar view.
2. Select the desired changes.
3. Choose Send Update.

## Schedule a Recurring Meeting

1. From the Calendar view, select Actions, New Recurring Meeting.
2. The Recurrence box automatically pops up. Select the recurrence pattern and range of recurrence options you want.
3. Click on OK.
   Note: If there are any conflicts with existing appointments, a message displays at the top of the Recurring Appointment dialog box.
4. Click on the To button to select attendees and resources.
5. Add other meeting details.
6. Click on Send button.

## Change a Recurring Meeting

1. Double-click to open the recurring meeting.
2. Select Open this occurrence or Open the series
3. Click on OK.
4. Use the Appointment tab to change the attendees, location, subject or notes.
   IMPORTANT: An update message looks exactly like the original request. Be sure to include text in the Notes box that explains the changes you've made.
5. Use the Recurrence tab to make changes to date, time.
6. Click on Save and Close button.
7. Click on Yes to "Would you like to send this updated meeting to the attendees now"